



NAME CARD SUPERVISOR

The Role

- Organize the name cards before each ceremony.
- Provide leadership to the Name Card team on-site.
- Assist graduands in retrieving their name card and proper order in the procession.
- Create name cards and problem solve on-site accordingly.
- Ensure the Name Card Assistants have arrived for each shift. If a team member has not arrived, inform the Volunteer Manager to find coverage.
 - Name Card Team lead will meet you before each ceremony to discuss the expectations & your role in the name card room.

The Commitment:

- Attend a mandatory one-hour training session.
- Please arrive 15 minutes before your scheduled start time to check in, pick up any necessary supplies, and head to your designated area.

The Experience

- Great opportunity to enhance your skillset and support a special community event.
- One branded t-shirt will be provided at your first shift, you will be expected to bring the shirt for any following shifts.
- Expand your professional and social networks. Connect with new graduates, staff, faculty, leadership, and other volunteers across campus.
- Experience the celebration and excitement that comes with the graduation of our students.
- Receive a written letter of appreciation that you can use for your annual performance appraisal.

For more information please email:
ambassadors.convocation@uwaterloo.ca.